

## FINANCIAL MANAGEMENT

### Student Incentives

In order to get approval, the Student Incentive Program Request form, with attachments, must be completed and submitted to the superintendent. The superintendent will grant or deny approval to the items requested.

After approval is granted, purchase orders may be submitted to purchase those items listed on the Student Incentive Program Request form.

The Student Incentive Program Report form should be used to record incentive program actions. The purpose of completing this form is to demonstrate accountability for the assets so used. Whenever requested, the supervisor will submit to the superintendent, a copy of the Student Incentive Program Report form to demonstrate use of those resources purchased. A copy of Student Incentive Report form should be retained by the supervisor, as it will be used to report on dispensation of those incentives acquired.

Food items purchased solely for incentive purpose follow this policy and procedure and do not use Meeting/Workshop/Meal or Refreshment Cost Support form.

Revised: March 23, 1994